



ACCESS REQUEST FORM

COMPANY INFORMATION	
Company Name (Contract Holder):	
Company Mailing Address:	
Company Phone Number:	

CONTRACT HOLDER SIGNING AUTHORITY HAS AUTHORITY TO BIND THE COMPANY	
Name:	
Title:	
Signature:	
Date:	
Email Address:	
<p>Note: It is the responsibility of the above signed to inform Union Gas Limited that there is change to any access granted to people or companies found on the accompanying page(s).</p> <p>Access to Unionline is contingent on the acceptance of the Agreement for Use and all of its Terms and Conditions.</p> <p style="text-align: right;">UNION GAS LIMITED</p>	

ACCESS REQUESTED FOR: (Please complete one copy of the form per Employee or Agent Company)	
Relationship to Contract Holder:	<input type="checkbox"/> Employee (Name appears on page 2) <input type="checkbox"/> Agent (Company name appears on page 2)
Reason for Request:	<input type="checkbox"/> New Unionline access for employee or agent <input type="checkbox"/> Remove Unionline access from employee or agent <input type="checkbox"/> Additional roles required for existing employee or agent <input type="checkbox"/> Remove Unionline access AND terminate employee or agent relationship with company <input type="checkbox"/> Remove roles from employee or agent
Effective Date for Request:	<input type="checkbox"/> Immediate <input type="checkbox"/> As of: _____
Special Instructions:	

Please fax completed forms to: Union Gas – Unionline Support at fax number 519-358-4064



ACCESS REQUESTED FOR: (Please complete one copy of the form per Employee or Agent Company)

Name of Employee or Agent Company:	
Title:	
Address: (If different than the Company Mailing Address on page 1)	
Phone Number:	
Fax Number:	
Email Address:	

To review the functions and screens applicable to each of the roles below please [click here](#)

ACCESS REQUESTED (Please check all that apply)

Financial Information

- Banking

Contract Detail

- Direct Purchase
- Distribution
- S&T

Contract Accept (Employee or Agent has authority to bind the Company)

- Direct Purchase
- Distribution
- S&T
- S&T Confirmations

Transactions

- Balancing Transaction Approval
- Balancing Transaction Request
- Balancing Transaction View
- File Transfer
- Nominations
- Imbalances

Consumption Measurement

- Direct Purchase
- Distribution

Reports

- Direct Purchase
- S&T and T-Service

Invoices

- Direct Purchase
- Distribution
- S&T

Administration

- Administrator View
- Administrator Edit (employee has authority to bind the Company)

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